



**Amplified Sound
Special Event Permit**

Issued by the City of Springfield, MO

Feria de Manualidades / Folkloric Arts & Crafts Fair

Approved event scheduled for:

Date: June 6, 2021
(rain date = 6/13/21)
Time: 10:00 a.m. – 3:00 p.m.
Location: Glen Isle Center
1530 S Glenstone Avenue
Est. Attendance: 100
Date Approved: 5/12/21
Approved by: Sharon Spain
Special Event Permit Coordinator

CONDITIONS:

- Event must comply with most current recovery orders involving masking and social distancing. (Contact tracing information is not required at this time.)
- A non-profit solicitation license must be obtained prior to the event date.
- All vendors must be licensed prior to the event date.
- Any barricades used must be readily movable in the event of an emergency to allow emergency vehicles to enter the area.
- Fire Lanes must be maintained in the event area.
- An Emergency Action Plan (EAP) must be created and communicated to all staff members working at the event. This EAP must cover situations such as, but not limited to, inclement weather and violent acts occurring during the event. (Questions regarding this requirement shall be directed to Battalion Chief W. Spence, Bureau of Fire Prevention, at 417-864-2348 or by email at bspence@springfieldmo.gov)

This is a permit only and is not an endorsement of the scheduled event.

Spain, Sharon

From: noreply@civicplus.com
Sent: Tuesday, April 20, 2021 1:45 PM
To: Spain, Sharon
Subject: Online Form Submittal: Special Event Permit Application

****CAUTION**** This email originated from outside the organization. Do not open attachments or click links from sources you do not know and trust.

Special Event Permit Application

City of Springfield Special Event Permit Application

All proposed events on private property that require a Special Event and/or Amplified Sound Permit must have an approved risk mitigation plan in place to reduce the threat of potential spread of the coronavirus.

The mitigation plans shall at minimum include, but not be limited to, the following guidelines:

Describe the measures that will be put into place to ensure CDC guidelines for physical distancing of people at 6 feet apart.

Vendor booths are in 10'x10' spaces and to stay behind their display tables.. All all required to wear masks and bring hand sanitizer. No food or beverages are to be sold from arts and crafts booths.

Food truck(s) follow health dept protocols. Outdoor tables for eating carry-out will be socially distanced, tables wiped down with disinfectant.

Music will be amplified with regular amplifiers, not gigantic, and music will be used as background music.

Describe the measures that will be put into place to ensure CDC guidelines for cleaning and sanitizing any public spaces.

All tables for people to sit and eat their to-go food will be wiped down by the food truck people. Likewise our small outdoor patio iron wrought table and wood chairs will be wiped with disinfectant. Any person entering our center will be required to wear a masks, and have hand sanitizer available upon entering/leaving.

Do you agree to provide a complete list of all people working, volunteering and to the largest extent possible, attending the event to include name, phone number, and county

Yes

of residence within 24
hours of the event's
conclusion?

Organization Name	Acompanarte Centro Cultural Hispano
Address	1530 S. Glenstone Ave.
Contact Name	olga kilmer
E-mail Address	ockilmer@gmail.com
Home or Desk Phone	4172341472
Cell Phone	417.234.1472
Fax	Field not completed.
Second Contact Person	Manolo Benavides
E-mail Address	manolobenavides@hotmail.com
Home or Desk Phone	Field not completed.
Cell Phone	773.251.9336
Fax	Field not completed.
Promoter, if different from Organization, & Address	Field not completed.
E-mail Address	Field not completed.
Home or Desk Phone	Field not completed.
Cell Phone	Field not completed.
Fax	Field not completed.
Event Information	
Event Name	Feria de Manualidades / Folkloric Arts & Crafts Fair
Event Description	Charity (501(c)3 documentation required), Festival, Other
Please upload 501(c)3 documentation if required.	Employer Identification Number (1).jpg
If you checked Other above, please describe.	Annual HUB fundraisers: Fiesta de la Independencia de Mexico prepared every Sept. w/amplified music, performers, food truck, nonfood vendor's.booths.

Flea Market (in the discussion stage.
Dia del Nino (in the discussion stage)

Event Date(s) June 6, 2021

Alternate Event Date(s) June 13, 2021

Event Location Private Property (Please indicate address below)

Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)
Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street Glen Isle Center

Event Address & Zip 1530 S. Glenstone Ave.

Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Is this a charity event? Yes

Organization benefiting from proceeds Acompanarte Centro Cultural hispano nonprofit. 501c3

% of proceeds being donated 100%

Is this a first-time event? Yes

If no, what was the last year the event was held? *Field not completed.*

Please list any variations from the last year the event was held. the flokloric arts & crafts fair was not held last year. It is our first fair of this kind.

Event Operations

Event Set Up Starts: 6/6/2021 8:00 AM

Event Set Up Complete By: 6/6/2021 9:45 AM

Event Start:	6/6/2021 10:00 AM
Event Close:	6/6/2021 3:00 PM
Event Teardown Starts:	6/6/2021 3:00 PM
Event Teardown Complete By:	6/6/2021 5:00 PM
Estimated Attendance Per Day	100
Will this event be open to the public?	Yes
Will you be charging admission?	No
Will you be accepting donations?	Yes
Are you wanting to close a City street for your event?	No
Please indicate the street(s)/cross streets(s) you propose to close and what dates and times.	<i>Field not completed.</i>
From:	<i>Field not completed.</i>
To:	<i>Field not completed.</i>
Upload Event Route	<i>Field not completed.</i>
Food will be	Served
How will food be prepared?	<i>Field not completed.</i>
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	Chihuahua Bakery
Contact name	Luis
Mobile phone number	417.773.3628
E-mail address	lrcdaguila@yahoo.com

Will more than one food vendor be serving food at the event?	No
Will electricity be provided to the food vendors?	Yes
If yes, please describe contingency plan for additional power if needed.	one heavy duty outdoor extension cord.
Will alcoholic beverages be available at your event?	No
Alcoholic beverages will be	Field not completed.
What type of alcoholic beverages?	Field not completed.
Please provide the address at which alcohol will be sold, given away and/or consumed.	Field not completed.
Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri.	Field not completed.
Alcohol Will Be Served From:	Field not completed.
To:	Field not completed.

City of Springfield Noise Standards

(a) *Maximum noise level.* No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) *Sound level standards.* The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) *Variations and exemptions.* 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.

Will there be live entertainment, music or amplified sound at your event?	Yes
If so, will stages be built?	No
How many?	Field not completed.
Performances will start	6/6/2021 10:00 AM
and conclude	6/6/2021 3:00 PM
Will tents be erected for your event?	No
If you checked Yes,	click here to view tent permits and guidelines and to fill out an application for a tent permit.
Will additional electrical wiring be installed for the event?	No
How will you get electricity to your event?	No electricity needed
Will access to water be required for the event?	No
Will restroom facilities be required for the event?	Yes
Have you arranged for security at your event?	Yes
If so, who will be providing security? Please provide Organization, Address and Phone.	Ascension Protective Services, Suite A100, 2627 W. Republic Rd. Springfield, MO 65807 417.365.5123
<p>Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.</p>	
Describe your plans for Emergency Medical Services.	The parking lot has entrances with right of way for ambulances and fire trucks if needed.
Describe your plans for event trash removal, as well as any organizations or	Volunteers for the organization will collect all trash and, place in city trash bin behind the center., accumulated by our organization.. Vendors will take their trash with them. Food

persons directly involved with this aspect of the event.

truck will also take their trash with them.
We shall collect any and all trash inadvertently left behind and sweep.

Describe your plans for food-vendor wastewater disposal, as well as any organizations or persons directly involved with this aspect of the event.

Chihuahua bakery has their plan in place for disposing wastewater and we also have a toilet for only wastewater..without grease.

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP

I agree

INSURANCE

Field not completed.

Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to "third party" users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.

[Read more about TULIP and how to get a policy.](#)

UPLOAD Certificate of Insurance

Field not completed.

INDEMNITY

I agree

CITY CODES/PERMITS

I agree

CONDUCT/NUISANCES

I agree

UPLOAD Event Site Map or Sketch here.

[craft booth layout.pdf](#)

Signature

By checking this box and typing my name below, I am electronically submitting my signature.

First Name

olga

Middle Initial

c

Last Name

kilmer

If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or sspain@springfieldmo.gov.

Email not displaying correctly? [View it in your browser.](#)